

92N0095XPE

c.3

POW-3

# **Place of Work Referral Manual**



**Automated Coding**



Statistics  
Canada

Statistique  
Canada

**Canada**



**Place of Work  
Referral Manual**

**Prepared by: Census Operations Division  
Social, Institutions and Labour  
Statistics Field**



## Table of Contents

|      |                                           |    |
|------|-------------------------------------------|----|
| I.   | Introduction to Tier 2 .....              | 1  |
| II.  | Three Tiers of Coders .....               | 3  |
| A.   | Tier 1 Coders .....                       | 3  |
| B.   | Tier 2 Coders .....                       | 3  |
| C.   | Tier 3 Coders .....                       | 3  |
| III. | Tier 2 Coding Screen/Functionality .....  | 5  |
| A.   | Census Tract Button/Reference File .....  | 5  |
| B.   | Source of Code Window .....               | 6  |
| IV.  | Summary of Tier 2 Coding Procedures ..... | 7  |
| A.   | Tier 1 Procedures .....                   | 7  |
| B.   | Research Procedures .....                 | 7  |
| C.   | Address Imputation .....                  | 7  |
| D.   | Census Tract Coding .....                 | 7  |
| E.   | Refer to Tier 3 .....                     | 7  |
| V.   | Tier 2 Coding Procedures .....            | 9  |
| A.   | Tier 1 Procedures .....                   | 9  |
| B.   | Research Procedures .....                 | 11 |
| C.   | Address Imputation .....                  | 13 |
| D.   | Census Tract Coding .....                 | 18 |
| E.   | Refer to Tier 3 .....                     | 22 |
| VI.  | Quality Control (QC) .....                | 23 |
| VII. | Glossary .....                            | 25 |



## I. Introduction to Tier 2

This procedures manual is designed to be used by Tier 2 coders of the Place of Work variable. The coding functions and procedures available to Tier 2 coders also include those available to Tier 1 coders.

Knowledge of the Place of Work Interactive Coding System is required in order to use the system as a Tier 2 coder. If you are not familiar with the Place of Work Interactive Coding System, it is recommended that you read the **User Guide for Place of Work Coding Tiers 1 and 2 (ACGP-1)**.

Knowledge of Place of Work Tier 1 coding procedures is required in order to correctly code responses as a Tier 2 coder. If you are not familiar with the Place of Work coding procedures for Tier 1 coders, it is recommended that you read the **Place of Work Coding Manual (POW-1)**.





## II. Three Tiers of Coders

There are three different tiers of coders responsible for coding Place of Work written responses. Each tier of coders has distinct responsibilities.

### A. Tier 1 Coders

1. Review all Place of Work responses and perform one of the following actions: code responses using a reference file, code responses as a special case, or refer responses to Tier 2 coders. The majority of Place of Work responses are coded by Tier 1 coders; and
2. recode responses coded by other Tier 1 coders. This is known as Tier 1 Quality Control coding.

### B. Tier 2 Coders

1. Code responses which Tier 1 coders have referred;
2. adjudicate in those instances where Tier 1 coders and Tier 1 Quality Control coders disagree on the correct code to assign to a response;
3. recode all responses which failed Tier 1 Quality Control; and
4. recode responses coded by other Tier 2 coders. This is known as Tier 2 Quality Control coding.

### C. Tier 3 Coders

1. Adjudicate in those instances where Tier 2 coders and Tier 2 Quality Control coders disagree on the correct code to assign to a response;
2. recode all responses which failed Tier 2 Quality Control;
3. code responses which have been referred by Tier 2 coders; and
4. code responses which were deferred by a Tier 3 coder at an earlier time. Responses which have been deferred originated from sources 1, 2 or 3 above.



### III. Tier 2 Coding Screen/Functionality

The Tier 2 coding screen retains all of the functionality of the Tier 1 coding screen. In addition, the Tier 2 coding screen includes a functional Census Tract button/reference file, and a Source of Code window which is used to indicate whether Tier 1 or Tier 2 procedures were used to code a response.

#### A. Census Tract Button/Reference File

In addition to the reference files available to Tier 1 coders, Tier 2 coders also have the use of a Census Tract reference file. The Census Tract reference file is opened by pressing the Census Tract button located on the right-hand side of the Tier 2 coding screen.

**Census Tract**

See section 19.1 of the User Guide for Place of Work Coding Tiers 1 and 2 (ACGP-1) for a detailed description of the functionality of the Census Tract button and corresponding reference file.

As a Tier 2 coder, you will find that under some circumstances it is necessary to use the Census Tract reference file to code Place of Work responses.

## B. Source of Code Window

Since the Tier 2 coding procedures include Tier 1 coding procedures, and go beyond Tier 1 coding procedures, you must indicate which coding procedures you have followed each time you code a response.

Each time you code a response, a **Source of Code** window will appear. This window is used to indicate which coding procedures you have followed each time you code a Place of Work response. The Source of Code window resembles the following:

Source of Code

How did you code this response ?

☐ Tier One Coding Procedures

Or Tier Two Coding Procedures

☐ Research Procedures

☐ Address Imputation

☐ Census Tract Coded

OK Cancel

See section 19.2 of the User Guide for Place of Work Coding Tiers 1 and 2 (ACGP-1) for a detailed description of the functionality of the Source of Code window.

To be an effective Tier 2 coder, and use the Source of Code window properly, it is essential that you understand the difference between the coding procedures followed by Tier 1 and Tier 2 coders.

#### **IV. Summary of Tier 2 Coding Procedures**

##### **A. Tier 1 Procedures**

Follow Tier 1 coding procedures. However, rather than referring responses to Tier 2, follow the coding procedures which are unique to Tier 2 (listed below).

##### **B. Research Procedures**

Observe the Place of Work address and Name of Firm provided by the respondent. Identify the workplace location on the Tier 3: Research on Workplace Locations list and code response using the reference file record identified on the list. If the workplace is not located on the Tier 3: Research on Workplace Locations list, then attempt to code the response using the Address Imputation procedure.

##### **C. Address Imputation**

If the Place of Work civic number provided by the respondent falls beyond the known address ranges listed within the Postal Codes and Street Addresses reference files, BUT, the civic number written by the respondent is within 6 numbers of an address range found within the Postal Codes or Street Addresses reference files, then code the response to the reference file record which comes closest to matching the civic number written by the respondent. If this coding procedure is not successful, then attempt to code by using the Census Tract Coding procedure.

##### **D. Census Tract Coding**

Observe the Place of Work address and Name of Firm provided by the respondent. Locate the Statistics Canada Census Tract map, and city street map for the area of interest. On the city street map, identify the location of the respondent's workplace. On the Statistics Canada Census Tract map, locate the workplace location identified on the City Street map. Using the Census Tracts reference file, code the response to the Census Tract which you identified on the Statistics Canada Census Tract map. If this coding procedure is not successful then refer response to Tier 3 coders.

##### **E. Refer to Tier 3**

Refer response to Tier 3 coders. Include any comments which may assist Tier 3 coders.



## V. Tier 2 Coding Procedures

### A. Tier 1 Procedures

Begin coding by following Tier 1 coding procedures.

When you press the [ **Code** ] button to code a response, the code Confirmation Screen will appear, as it does for Tier 1 coders. You must confirm whether or not the correct code has been selected from the reference file, as do Tier 1 coders.

As a Tier 2 coder, once you confirm that the correct code has been selected from the reference file the code Confirmation Screen will close and a **Source of Code** window will appear. You must indicate in the Source of Code window whether you have coded the response on your screen by following Tier 1 coding procedures, or Tier 2 coding procedures. When you code a response by following Tier 1 coding procedures, indicate this in the Source of Code window by clicking "on" the ☒ Tier One Coding Procedures box. For example:

Source of Code

How did you code this response ?

☒ Tier One Coding Procedures  
-Or Tier Two Coding Procedures

☐ Research Procedures

☐ Address Imputation

☐ Census Tract Coded

OK Cancel

Once you click "on" the ☒ Tier One Coding Procedures box, press the [ **OK** ] button and the Source of Code window will automatically close. The response which you have just coded will leave your screen, and another response will be displayed on your screen for you to code.

Detailed instructions describing the circumstances under which Tier 1 coders are to refer responses to Tier 2 coders are found in the **Place of Work Coding Manual (POW-1)** at the end of the following chapters:

- VI. The Street Addresses Reference File
- VII. The Street Intersections Reference File
- VIII. The Cities/Towns Reference File

Begin coding by following Tier 1 coding procedures exactly, however, rather than referring responses to Tier 2, continue by implementing the coding procedures which are unique to Tier 2 coding.

As a Tier 2 coder, if you are not successful in coding a response by using Tier 1 coding procedures, use Tier 2 Research Procedures.

**Note:** To code a response ensure that:

- 1– you have followed Tier 1 coding procedures; and
- 2– you indicate in the Source of Code window that the response was coded using ☒ Tier One Coding Procedures.



## B. Research Procedures

As a Tier 2 coder, if you are not able to code a response by following Tier 1 coding procedures, then you should attempt to code by using Tier 2 Research Procedures.

During the course of automated coding, Tier 3 coders will research the locations of a wide variety of difficult to code workplaces. Tier 3 coders will continuously update the list of difficult to code workplaces and will identify which reference file records are the correct ones to use when attempting to code difficult to locate workplaces. This list is named the **Tier 3: Research on Workplace Locations** list.

Carefully observe the Place of Work address and Name of Firm provided by the respondent. If there is no Place of Work city response then take note of the name of the city and census metropolitan area in which the respondent lives.

Using your copy of the **Tier 3: Research on Workplace Locations** list, locate the respondent's workplace location on the list and observe the reference file record identified on the list as the appropriate record to use to code the response.

Using the coding system, locate the reference file record identified on the **Tier 3: Research on Workplace Locations** list.

Once you have selected the appropriate reference file record, press the [ **Code** ] button to indicate that you wish to code the response, the code Confirmation Screen will appear as it does for Tier 1 coders. You must confirm whether or not the correct code has been selected from the reference file. Once you [ **OK** ] that the correct code has been selected from the reference file, the code Confirmation Screen will close and a Source of Code window will appear. You must indicate in the Source of Code window that you coded the response on your screen by following Tier 2 Research Procedures.

When you code a response by following the Tier 2 Research Procedures, indicate this in the Source of Code window by clicking "on" the ☒ Research Procedures box. For example:

How did you code this response ?

☐ Tier One Coding Procedures  
Or Tier Two Coding Procedures

☒ Research Procedures

☐ Address Imputation

☐ Census Tract Coded

OK Cancel

After you have clicked "on" the ☒ Research Procedures box, press the [ **OK** ] button and the Source of Code window will automatically close. The response which you have just coded will leave your screen, and another response will be displayed on your screen for you to code.

If the workplace you are searching for is not included on the **Tier 3: Research on Workplace Locations** list then, code the response by using the Tier 2 Address Imputation procedure.

**Note:** To code a response ensure that:

- 1- the respondent's workplace is included on the Tier 3: Research on Workplace Locations list; and
- 2- the response is coded using the exact reference file record identified on the Tier 3: Research on Workplace Locations list.

### C. Address Imputation

If you are not able to code a response by following Tier 2 Research Procedures, then you should attempt to code by using the Tier 2 Address Imputation coding procedure.

The Tier 2 Address Imputation coding procedure begins by observing the Place of Work and Name of Firm written responses. Second, compare the workplace response to addresses in the Postal Codes reference file. Third, compare the workplace response to addresses in the Street Addresses reference file. Fourth, determine if the Postal Codes or Street Addresses reference files qualify to be used for Tier 2 Address Imputation coding. Finally, decide whether to code the response using the appropriate reference file record, or continue with Tier 2 coding procedures and attempt Census Tract coding.

Begin by observing the Place of Work address and Name of Firm provided by the respondent. If a Place of Work city name is not provided then take note of the name of the city and census metropolitan area in which the respondent lives. For example:

|                                               |                                 |                                       |             |
|-----------------------------------------------|---------------------------------|---------------------------------------|-------------|
| <b><i>Place of Work of Respondent:</i></b>    |                                 | <b><i>Respondent's RESIDENCE:</i></b> |             |
| Street:                                       | 385 PARKDALE AVENUE             | City:                                 | NEPEAN      |
| City:                                         | OTTAWA                          | CMA:                                  | OTTAWA-HULL |
| Province:                                     | ONTARIO                         | Province:                             | ONTARIO     |
| Postal Code:                                  | K1Y 1G2                         |                                       |             |
| <b><i>INDUSTRY of WORK of Respondent:</i></b> |                                 |                                       |             |
| Firm:                                         | BRANDIES ICE CREAM AND DESSERTS |                                       |             |

Compare the Place of Work address provided by the respondent to addresses listed in the Postal Codes reference file. When you first open the Postal Codes reference file, the primary search will be on postal code (by default), you will probably find it necessary to also conduct primary searches by city, and by CMA.

Take special note of whether the Place of Work civic number provided by the respondent is odd or even. In this example, the Place of Work civic number provided by the respondent, 385, is odd. If the civic number provided by the respondent is odd, then compare the civic number to odd, address ranges in the Postal Codes reference file. If the civic number provided by the respondent is even, then compare the civic number to even address ranges in the Postal Codes reference file.

| MUNICIPALITIES |              |            | STREETS    |        | POSTAL CODES |      |        |        |
|----------------|--------------|------------|------------|--------|--------------|------|--------|--------|
| City           | Cma          | Province   | Street     | Place  | Dist         | From | To     | Postal |
| OSO            |              | ONTARIO    | PARE       | OTTAWA | 702          | 720  | K1Y1J3 |        |
| OSOYDOS        |              | B.C.-C.B.  | PARENT     | OTTAWA | 722          | 742  | K1Y1J6 |        |
| OSOYDOS 1      |              | B.C.-C.B.  | PARISEN    | OTTAWA | 250          | 274  | K1Y1E9 |        |
| OSPNEY         |              | ONTARIO    | PARK       | OTTAWA | 290          | 304  | K1Y1G1 |        |
| OTONABEE       | PETERBOROUGH | ONTARIO    | PARK HILL  | OTTAWA | 290          | 304  | K1Y1G3 |        |
| OTTAWA         | OTTAWA-HULL  | ONTARIO    | PARK MANOR | OTTAWA | 381          | 383  | K1Y1G2 |        |
| OTTERBURN PARK | MONTREAL     | QUEBEC     | PARKDALE   | OTTAWA | 283          | 323  | K1Y1G5 |        |
| OUTLOOK        |              | SASKATCHEW | PARKER     | OTTAWA | 337          | 349  | K1Y1G7 |        |
| OUTREMENT      | MONTREAL     | QUEBEC     | PARKHAVEN  | OTTAWA | 355          | 365  | K1Y1G8 |        |
| OWEN SOUND     | OWEN SOUND   | ONTARIO    | PARKHILL   | OTTAWA | 255          | 275  | K1Y1E9 |        |
| OWSON          |              | SASKATCHEW | PARKHURST  | OTTAWA | 131          | 181  | K1Y1E7 |        |
| OWSON          |              | N.C.N.A.   | PARKING    | OTTAWA | 183          | 223  | K1Y1E4 |        |

The Postal Codes reference file record which is closest to the workplace address provided by the respondent will NOT match perfectly. Otherwise Tier 1 coders would have already coded the response, or, you would have already coded the response when using Tier 1 coding procedures.

In this example, the civic number provided by the respondent, 385, does not fall within any of the address ranges listed in the Postal Codes reference file. You must identify which Postal Codes reference file record is closest to the workplace response. In this example, reference file record 381 – 383 Parkdale Avenue, Ottawa, Ottawa-Hull, Ontario, K1Y 1G2 is highlighted because it is the closest matching reference file record.

Note that both the civic number provided by the respondent, 385, and the address range in the reference file, 381 – 383 are odd. The 385 civic number provided by the respondent is only 2 numbers away from the 381 – 383 address range listed in the Postal Codes reference file. The Postal Codes reference file does qualify to be used for Tier 2 Address Imputation coding because the civic number provided by the respondent is within 6 numbers of an address range in the Postal Codes reference file.

The next step is to compare the workplace response to addresses in the Street Addresses reference file. When you first open the Street Addresses reference file, the primary search will be on city (by default), you may find it necessary to also conduct primary searches by CMA, and by street.

Again, make sure to compare **odd** civic number responses to **odd** address ranges, and even civic number responses to even address ranges in the Street Addresses reference. For example:

| Municipalities |              |             | Streets     |        |                    |
|----------------|--------------|-------------|-------------|--------|--------------------|
| City           | Area         | Province    | Street      | Place  | Dir From To Postal |
| OSO            |              | ONTARIO     | IPARE       | OTTAWA | 702 720 K1Y1J3     |
| OSODGOS        |              | B.C. - C.B. | IPARENT     | OTTAWA | 722 742 K1Y1J6     |
| OSODGOS T      |              | B.C. - C.B. | IPARISIEH   | OTTAWA | 290 274 K1Y1E9     |
| OSPREY         |              | ONTARIO     | IPARK       | OTTAWA | 290 324 K1Y1G1     |
| OTONABEE       | PETERBOROUGH | ONTARIO     | IPARK HILL  | OTTAWA | 290 324 K1Y1G3     |
| OTTAWA         | OTTAWA-HULL  | ONTARIO     | IPARK MANOR | OTTAWA | 379 381 K1Y1G2     |
| OTTERBURN PARK | MONTREAL     | QUEBEC      | IPARKDALE   | OTTAWA | 283 323 K1Y1G5     |
| OUTLOOK        |              | SASKATCHEW  | IPARKER     | OTTAWA | 337 349 K1Y1G7     |
| OUTREMOINT     | MONTREAL     | QUEBEC      | IPARKHAVEN  | OTTAWA | 365 365 K1Y1G8     |
| OWEN SOUND     | OWEN SOUND   | ONTARIO     | IPARKHILL   | OTTAWA | 255 279 K1Y1G9     |
| OSBOW          |              | SASKATCHEW  | IPARKHURST  | OTTAWA | 131 181 K1Y1E7     |
| OSBORNO        |              | SASKATCHEW  | IPARKHURST  | OTTAWA | 280 323 K1Y1G5     |

The Street Addresses reference file record which is closest to the workplace address provided by the respondent will NOT match perfectly. Otherwise Tier 1 coders would have already coded the response, or, you would have already coded the response when using Tier 1 coding procedures.

The civic number provided by the respondent, **385**, does not fall within any of the address ranges listed in the Street Addresses reference file. You must identify which Street Addresses reference file record is closest to the workplace response. In this example, reference file record **379 – 381 Parkdale Avenue, Ottawa, Ottawa-Hull, Ontario** is highlighted because it is the closest matching reference file record.

Note that both the civic number provided by the respondent, **385**, and the address range listed in the reference file, **379 – 381** are odd. The **385** civic number provided by the respondent is only **4** numbers away from the **379 – 381** address range listed in the Street Addresses reference file. The Street Addresses reference file qualifies to be used for Tier 2 Address Imputation coding because the civic number provided by the respondent is within **6** numbers of an address range in the Street Addresses reference file.

If only one of the Postal Codes or Street Addresses reference file qualifies to be used for Tier 2 Address Imputation coding, code the response using the reference file which qualifies.

In the example illustrated above, both the Postal Codes and Street Addresses reference files qualify to be used for Tier 2 Address Imputation coding. However, in this example you would code the response using the Postal Codes reference file. The Place of Work civic number provided by the respondent, **385**, is only **2** numbers away from the **381 – 383** address range listed in the Postal Codes reference file, whereas the civic number written by the respondent is **4** numbers away from the **379 – 381** address range listed in the Street Addresses reference file.

The Postal Codes reference file record is closest to the Place of Work address response, therefore code the response using the Postal Codes reference file.

If the Place of Work civic number provided by the respondent is **equally close** to address ranges in both the Postal Codes and Street Addresses reference files, code the response using the address range listed in the **Street Addresses** reference file.

If the civic number provided by the respondent is **equally close** to "higher" and "lower" address ranges listed in the reference file, code the response using the **"lower"** address range found within the reference file.

Once the closest matching reference file record has been identified, press the [ **Code** ] button to indicate that you wish to code the response. The code Confirmation Screen will appear as it does for Tier 1 coders. You must confirm whether or not the correct code has been selected from the reference file. As a Tier 2 coder, once you [ **OK** ] that the correct code has been selected from the reference file, the code Confirmation Screen will close and a **Source of Code** window will appear. You must indicate in the Source of Code window whether you have coded the response on your screen by following Tier 1 Coding Procedures, or Tier 2 Coding Procedures.

When you code a response by following the **Tier 2 Address Imputation** coding procedure, indicate this by clicking "on" the ☒ **Address Imputation** box. For example:

How did you code this response ?

☐ Tier One Coding Procedures  
Or Tier Two Coding Procedures

☐ Research Procedures

☒ Address Imputation

☐ Census Tract Coded

OK Cancel

*After you have clicked "on" the ☒ Address Imputation box, press the [ OK ] button and the Source of Code window will automatically close. The response which you have just coded will leave your screen, and another response will be displayed on your screen for you to code.*

If the civic number provided by the respondent is more than 6 numbers away from the address ranges listed in the Postal Codes and Street Addresses reference files, **DO NOT CODE** the response using the Tier 2 Address Imputation procedure. Instead, attempt to code the response by using the Tier 2 Census Tract Coding procedure.

**Note:** To code a response ensure that:

- 1- the civic number response is within 6 numbers of an address range in the Postal Codes or Street Addresses reference files (watch for O- odd and E- even identifiers);
- 2- you select the reference file address range which comes closest to the civic number provided by the respondent;
- 3- if the civic number response is equally close to address ranges in the Postal Codes and Street Addresses reference files, you code the response using the Street Addresses reference file; and
- 4- if the civic number response is equally close to "higher" and "lower" address ranges listed in the reference file, you code the response using the reference file record with the "lower" address range.

#### D. Census Tract Coding

When the Tier 2 Address Imputation coding procedure is unsuccessful, attempt to code the response by using the Tier 2 Census Tract Coding procedure.

In some instances, respondents will not provide enough workplace information for you to identify the exact reference file record to use for coding. In other instances, respondents will provide complete workplace information but you will not be able to code these responses using the Tier 2 coding procedures described previously. When this occurs, you will attempt to code by using the Tier 2 Census Tract Coding procedure.

To code a response using the Census Tract reference file, begin by carefully observing the Place of Work address provided by the respondent, especially the street name, type and direction, and the city of employment. Also take note of the name of the Firm provided by the respondent. If a Place of Work city name is not provided, then take note of the name of the city in which the respondent lives.

Press the [ Census Tract ] button on the righthand side of your coding screen.

#### Census Tract

This will load the Census Tract reference file onto your screen. For example:

| Census Tract Codes       |              |              |      |            |
|--------------------------|--------------|--------------|------|------------|
| Census Metropolitan Area | Census Tract | Municipality | Type | Province   |
| HALIFAX                  | 1.00         | HALIFAX      | C    | N.-S. - N* |
| HALIFAX                  | 2.00         | HALIFAX      | C    | N.-S. - N  |
| HALIFAX                  | 3.00         | HALIFAX      | C    | N.-S. - N  |
| HALIFAX                  | 4.01         | HALIFAX      | C    | N.-S. - N  |
| HALIFAX                  | 4.02         | HALIFAX      | C    | N.-S. - N  |
| HALIFAX                  | 5.00         | HALIFAX      | C    | N.-S. - N  |
| HALIFAX                  | 6.00         | HALIFAX      | C    | N.-S. - N  |
| HALIFAX                  | 7.00         | HALIFAX      | C    | N.-S. - N  |
| HALIFAX                  | 8.00         | HALIFAX      | C    | N.-S. - N* |

OK Cancel



Next, locate the Statistics Canada Census Tract map for the area of interest (paper map).

Then, locate the City Street map for the area of interest (paper map).

On the **City Street** map, look for the street name, type, direction, and city of work provided by the respondent and attempt to identify where the respondent works. In some instances, the name of the **Firm** provided by the respondent will be very helpful in identifying where the respondent works.

On the **Statistics Canada Census Tract** map, attempt to identify the Census Tract in which the respondent works using the location which you identified on the City Street map. Then, take note of the Census Tract number written on the Statistics Canada Census Tract map.

Return to your coding screen and scroll through the list of Census Metropolitan Areas/Census Tracts in the Census Tract reference file, and locate the Census Tract number which you identified on the Statistics Canada Census Tract map. For example, if you identified the Halifax census metropolitan area, Census Tract 23, on the Statistics Canada Census Tract map, you would scroll through the Census Tract reference file until you find the census tract of interest, and then "click" on it. For example:

| Census Tract Codes       |              |              |      |           |
|--------------------------|--------------|--------------|------|-----------|
| Census Metropolitan Area | Census Tract | Municipality | Type | Province  |
| HALIFAX                  | 20           | HALIFAX      | C    | N.-S. - N |
| HALIFAX                  | 21           | HALIFAX      | C    | N.-S. - N |
| HALIFAX                  | 22           | HALIFAX      | C    | N.-S. - N |
| HALIFAX                  | 23           | HALIFAX      | C    | N.-S. - N |
| HALIFAX                  | 24.01        | HALIFAX      | C    | N.-S. - N |
| HALIFAX                  | 24.02        | HALIFAX      | C    | N.-S. - N |

OK Cancel

Once you select the Census Tract you are searching for, press the [ **OK** ] button and the code Confirmation Screen will appear as follows. For example,

| CENSUS TRACTS REFERENCE FILE |             |      |         |
|------------------------------|-------------|------|---------|
| Census Tract:                | 23          |      |         |
| City:                        | HALIFAX     | CMA: | HALIFAX |
| Province:                    | NOVA SCOTIA |      |         |

If you press the [ **Cancel** ] button, then the Confirmation Screen will automatically close and the coding system will sit idle waiting for your next instruction. The response will not be coded.

If you press the [ **OK** ] button in the Confirmation Screen, then the coding system will assign the Place of Work code from the Census Tract reference file record to the response. The Confirmation Screen will close, and the response which you have coded will leave your screen. Another response will be displayed on your screen for you to code.

When you press the [ **OK** ] button in the Confirmation Screen, the coding system recognizes that you used the Census Tract reference file and automatically identifies the record as being Census Tract Coded. Therefore the Source of Code window does not appear.

If the Census Tract Coding procedure is not successful, then refer the response to Tier 3.

Note, in some instances the name of the **Firm** provided by the respondent will be very helpful in identifying workplace locations on City Street maps. For example, many of the following features appear on City Street maps: churches, hospitals, industrial parks, municipal parks, museums, office buildings, schools, shopping centres, universities.

Note, in some instances the street name, type, direction, provided by the respondent will be found in more than one Census Tract, causing Census Tract coding to be virtually impossible. In other instances the street name, type, direction, provided by the respondent will be found in only one Census Tract, causing Census Tract coding to be fairly quick and straight forward.

If you are not able to identify a workplace location with the help of the Name of Firm response, and instead must rely on using the street name, type, direction, provided by the respondent, be especially careful to notice whether or not the street name, type, direction is found in only one, or more than one Census Tract.

**Note:** To code a response ensure that:

- 1- you locate the workplace area on the City Street map;
- 2- on the Statistics Canada Census Tract map, you locate the area identified on the City Street map;
- 3- from the Statistics Canada Census Tract map, you note the Census Tract number in which the workplace is located; and
- 4- using the Census Tract reference file, you code the response to the proper census metropolitan area and census tract number.

### E. Refer to Tier 3

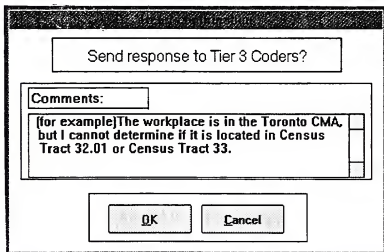
If the Census Tract Coding procedure is not successful, then refer the response to Tier 3.

Along with your referral to Tier 3, include as many helpful and informative comments as possible. Your comments are very useful to Tier 3 coders who are researching the locations of several difficult to code workplaces.

Press the [ **Refer** ] button on the right-hand side of your coding screen.

A rectangular button with a thin border and the word "Refer" centered in a bold, sans-serif font.

This will load the Refer Confirmation window onto your screen. For example:

A dialog box titled "Send response to Tier 3 Coders?". It contains a "Comments:" label followed by a text area. The text area contains the example comment: "(for example) The workplace is in the Toronto CMA, but I cannot determine if it is located in Census Tract 32.01 or Census Tract 33." To the right of the text area is a vertical scrollbar. At the bottom of the dialog are two buttons: "OK" and "Cancel".

Send response to Tier 3 Coders?

Comments:

(for example) The workplace is in the Toronto CMA, but I cannot determine if it is located in Census Tract 32.01 or Census Tract 33.

OK Cancel

Once you have written comments to Tier 3 coders, press the [ **OK** ] button and the Refer Confirmation window will automatically close. The response which you have referred will leave your screen and another response will be displayed on your screen for you to code.

**Note:** To refer a response, ensure that:

- 1– you have attempted to code using Tier 1 coding procedures;
- 2– you have attempted to code using all three Tier 2 coding procedures; and
- 3– neither of the above was successful.

## VI. Quality Control (QC)

You have many choices available to you when processing responses. A Quality Control System has been established for Interactive Coding to verify that you are coding responses accurately.

The Quality Control System has been programmed to draw a sample from the responses you code during the day. This sample is distributed to other Tier 2 coders for Quality Control coding. If a large percentage of the quality control codes match the codes which you assigned, then all of the codes which you assigned for the day are accepted and taken out of circulation. When the quality control codes do not match the codes which you assigned, then these responses are sent to Tier 3 coders for adjudication. Tier 3 coders code these responses and the accuracy of your codes versus the codes assigned by the Tier 2 Quality Control coders is assessed. The system will assign you an error if the Tier 3 coder agrees with the code assigned by quality control. Alternatively, the system will assign the Tier 2 Quality Control coders errors if the Tier 3 coder agrees with the codes assigned by you.

As a Tier 2 coder, you will attempt to code responses which have been referred from Tier 1, you will code records which have been coded by Tier 1 and Tier 1 Quality Control coders, and you will act as a Tier 2 Quality Control coder by coding responses which have previously been coded by other Tier 2 coders. You will not know whether the response on your screen has been previously coded or not. All coding errors which you make, either as an original Tier 2 coder or as a Tier 2 Quality Control coder, are recorded and monitored.



## VII. Glossary

### Block-face Representative Point

A block-face is a small recognizable geographic unit to which census data can be associated. The block-face refers to one side of a city street, normally between consecutive intersections with streets or other physical features such as creeks or railways. Each block-face has a representative point which is centred in the middle and associated to geographic coordinates.

### Census Agglomeration (CA)

A census agglomeration (CA) is a large urban area which shares a high degree of economic and social integration with adjacent urban and rural areas. A CA is delineated around an urban area with a population of at least 10,000, based on the previous census.

### Census Metropolitan Area (CMA)

A census metropolitan area (CMA) is a very large urban area which shares a high degree of economic and social integration with adjacent urban and rural areas. A CMA is delineated around an urban area with a population of at least 100,000 based on the previous census. It is important to keep in mind that the same street may appear in several different cities, if those cities are part of the same CMA (for example, Danforth Avenue will appear in the cities of Toronto, East York and Scarborough, all of which are part of the Toronto CMA).

### Census Subdivision (CSD)

A census subdivision is a general term which applies to municipalities or their equivalent. Examples are cities, towns, townships, parishes, villages, hamlets, Indian reserves.

### Census Tract (CT)

The general concept of a census tract (CT) is that of a permanent, small urban neighbourhood-like area established in large urban-centred regions with the help of local specialists interested in urban and social science research. Wherever possible, census tract boundaries must follow permanent and easily recognizable physical features. The population of a census tract must be between 2,500 and 8,000, with a preferred average population of 4,000 persons.

## **Employed Labour Force**

The employed labour force includes all persons 15 years of age and over, excluding institutional residents, working for wages or salaries, all persons working in their own business, farm or profession, and all persons working without pay in a family farm or business during the reference week, as well as persons who were absent from their job or business because of illness, labour dispute at their place of work, vacation, etc. at the time of the census.

## **Enumeration Area (EA)**

An enumeration area is the area canvassed by one census representative. It is the building block of all standard geographic areas. EAs are defined by the number of households they contain (375 maximum in urban areas and 125 minimum in rural areas), and by physical boundaries such as bodies of water and streets. In urban areas, a neighbourhood will usually have several EAs.

## **Experienced Labour Force**

The experienced labour force refers to persons who were employed on Census Day or who were unemployed during the week prior to May 14, 1996, but who had worked at sometime since January 1, 1995.

## **Geocoding**

Geocoding is a technique used to geographically code and link census households to small geographical units such as block-faces and EAs.

## **Place of Work Status**

### **◆ Worked at home**

Persons who live and work at the same physical location, such as farmers and teleworkers.

### **◆ Worked outside Canada**

Persons who worked outside Canada on Census Day. This most often applies to foreign diplomats, armed forces personnel and "non-military" Canadians who hold jobs in other countries.



◆ **No fixed workplace address**

Persons who do not necessarily commute to the same location at the beginning of each work shift, such as tradespeople, construction workers and delivery personnel.

◆ **Worked at the address specified below**

Persons who commute to an employer's address most of the time. This applies to most of Canada's experienced labour force. These respondents are instructed to write in a complete civic address, though street intersections and/or building names are accepted.

**Postal Code**

The postal code is a six-character alphanumeric code (ANA NAN) defined and maintained by Canada Post Corporation to process mail. The first character of a postal code represents a portion of a province or territory in alphabetic sequence from east to west across Canada.

**Reference File Record**

A reference file record is a line/row of information/components such as firm name, street address, postal code, etc. which are included on one of the five reference files. A reference file record is matched to write-in responses provided by census respondents in order to code census respondents to small geographic units (geocoding).

**Response**

A response is the information provided by census respondents to a Statistics Canada question on the Census Form. Each response is matched to one reference file record.

DATE DUE

[illegible]



